

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
PROGRAM SUPPORT BUREAU – QUALITY IMPROVEMENT DIVISION
Under-Represented Ethnic Population (UREP) Unit**

TRANSFER OPPORTUNITY

Mental Health Service Coordinator II

**THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH ONLY**

The Quality Improvement Division – Under-Represented Ethnic Population Unit seeks to hire a qualified **Mental Health Coordinator II** to work with various under-represented/under-served ethnic communities within the County of Los Angeles. In June 2007, the County of Los Angeles - Department of Mental Health established the UREP Unit, which is currently part of the Quality Improvement Division. The goal of the UREP Unit is to address the ongoing needs of targeted ethnic and cultural groups. The UREP unit has established sub-committees dedicated to working with the various under-represented ethnic populations in order to address their individual needs. These sub-committees are: African/African American; American Indian/Alaskan Native; Asian/Pacific Islander; Eastern European/Middle Eastern and Latino. Each UREP sub-committee is allotted one-time funding per fiscal year to focus on Community Services and Supports (CSS) based capacity-building projects. This unique opportunity draws on the collective wisdom and experience of community members to determine the greatest needs and priorities in their communities. This position does **not** have any direct client contact and is ideal for someone who prefers working with Latino community members at an administrative capacity.

EXAMPLES OF DUTIES:

- Coordination and facilitation of UREP sub-committee meetings;
- Development of UREP sub-committee meeting materials and other duties pertaining to this role;
- Responsible for writing Statement of Works (SOW) for the UREP Capacity Building Projects;
- Provide technical support to community members who are part of the Latino sub-committee; and
- Responsible for reviewing, monitoring, and evaluating all components of the Latino Innovation – Integrated Service Management Model (ISM) contracts.

DESIRABLE QUALIFICATIONS:

- Possess at least two years of experience working with the Latino community;
- Excellent verbal, written, and interpersonal skills. Must have the ability to work effectively with Latino community members, advocacy groups, stakeholder groups, and community based mental health agencies;
- Possess good follow-through and attention to details on assignments;
- Flexible, adaptable, and interested in working with Latino community members and other stakeholder groups; and
- Proficient in Microsoft Word and Excel.

Interested individuals holding title of **Mental Health Service Coordinator II** are encouraged to send their resume, last two (2) Performance Evaluations and last two (2) years of master time records by **Friday, January 30, 2015** to:

**Mirtala Parada Ward, LCSW, Mental Health Clinical Program Head
PSB – Quality Improvement Division
695 S. Vermont Ave, Suite 500, Los Angeles, CA 90005**

Fax or Email Resume: 213-252-8752 or Roxana Linares at rlinares@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER